

**I/T PROJECT OVERSIGHT COMMITTEE
MONTHLY MEETING
AGENDA**

December 4, 2003

- 1:30 Call to order

- 1:30 - 1:35 Review of minutes and Action Items from November 6th meeting

- 1:35 - 2:20 Discussion with Chuck Chinnock, Executive Sponsor of the MBT project and Ann Conlin, project manager and review of the monthly Tax MBT IPR, revised scope of work, revised project plan, contingency plan and requirements definition

- 2:20 - 2:40 Status update on the DoIT Mainframe upgrade project by John Stewart, project manager and review of the IPR and preliminary project schedule

- 2:40 - 2:55 Review of the Education Child Nutrition project IPR and Deliverables schedule

- 2:55 - 3:15 Review of the monthly Wildlife Licensing CSPEC, Deliverables schedule, vendor status and response to our request for more information on the contract amendment

- 3:15 - 3:20 Review of the MMIS monthly IPR for DSS and Deliverables schedule

- 3:20 - 3:30 Review of the MHDS AIMS to Avatar replacement project IPR, Deliverables schedule and quarterly risk management report

- 3:30 - 3:40 Review of the DCFS AIMS to Avatar replacement project IPR & Deliverables schedule

- 3:40 - 3:45 Review of the monthly DETR Contributions Redesign CSPEC and quarterly risk management report

3:45 - 3:50 Review of the monthly DETR RAISON CSPEC and quarterly risk management report

3:50 - 3:55 Upcoming projects for ITPOC oversight in January:

DoIT Microwave Upgrade project

3:55 - 4:00 Discussion of moving the January meeting to the 8th since the 1st is a holiday.

4:00 Adjourn

NOTE: Future meetings all to be held at the Executive Board room at the State Library and the first Thursday of every month.
Next meeting: 1/8/04